



Original Documents Located Overseas

If your original documents are in another country, you can have a friend or relative present them on your behalf instead of having the originals sent to you in South Africa.

If the originals are in Australia:

There are two options:

Option A – Let the person take the **original** documents to the Passport Agent at an Australian Post Office. If you choose this option, your friend/relative must complete these steps:

- Find an Australian Post Office that provides passport services at www.australiapost.com.au. Most locations require an appointment which can be made online or by calling 137 678. Make sure to deal with the accredited Passport Agent at the Post Office – not the general post office employee.
- Advise the Passport Agent that the documents are for a passport application being lodged in Pretoria.
- Ask the Passport Agent to copy the documents and stamp them with the passport stamp as a “True Copy of an Original”.
- Ask the Passport Agent to email the stamped copies to Pretoria (passports.pretoria@dfat.gov.au) Note: Australia Post charges a fee for this service. The email must be sent by the Passport Agent to our office (not email by your friend/relative).

OR

Option B – Let the person take the **original** documents to any Australian Passport Office and ask for them to be emailed to your lodging office in Pretoria. There is a Passport Office in each state capital. Call 131 232 in Australia for office details.

If the original documents are in a different overseas country.

Your friend/relative may present the **original** documents to any passport office at an Australian Embassy, High Commission or Consulate overseas. They should check whether an appointment is required. [A list of Australian Missions can be found here.](#)

After the documents have been presented

After your friend/relative has lodged the documents on your behalf, you should email the High Commission in Pretoria to find out if we have received your documents. You should do this before attending your interview in case there are any problems with the documentation received.

The passport office accepts **only original documents** as part of a passport application. We do not accept photocopies, notarised copies or copies made by a Justice of the Peace.